

## **CORE COMPETENCIES REQUIREMENTS**

### **Project Coordinator**

The Project Coordinator must possess a Master's degree in Public Health, Health Administration, Comprehensive Health Planning, Public Administration, or a closely related field. This person should possess the ability to do the following:

- Manage a multi-faceted statewide contract with the California Department of Health Services, Cancer Detection Section (CDS).
- Apply executive-level management, programmatic, and operational leadership and guidance.
- Apply expert assistance and guidance related to program direction, budget management and fiscal accountability, oversight of program goals and objectives, budget initiatives, acquisition, information technology, and organizational and effectiveness planning.
- Provide authoritative advice, guidance and assistance to managers, supervisors, staff and officials from local governments and various nonprofit and private entities on all matters related to the development, implementation, operation, administration, evaluation, and funding of the *Cancer Detection Programs: Every Woman Counts (CDP: EWC)* Local Public and Provider Service Delivery contract.
- Supervise employees, including supervisors.

The list below includes the mandatory core competencies the Project Coordinator has that enables the Project Coordinator to do the following:

### **GENERAL MANAGEMENT**

1. Assures adherence to all federal, state, and local regulations for all contract employees including Health Insurance Portability and Accountability Act (HIPAA) of 1996; maintain confidentiality statements for all clinical staff which is annually updated and kept on file.
2. Establish and maintain priorities to meet Scope of Work (SOW) deliverables.
3. Apply health program administration principles and techniques to problems and issues.
4. Demonstrate an ability to identify and analyze issues and their impact on public health policies as related to breast and cervical cancer, as well as other cancers if provided funding.
5. Demonstrate ability to apply and conduct principles, practices and techniques of program planning, development and evaluations.

**ANALYTICAL/EVALUATION SKILLS**

6. Use analytic skills to identify problems, work with CDS to develop strategies to solve problems, evaluate solutions, and report back to CDS.
7. Analyze and evaluate data and information and make appropriate recommendations.
8. Possess the ability to consult on, monitor, and measure the outcomes of *CDP: EWC* programs to evaluate the effectiveness of project activities in meeting the needs of program participants.

**STAFF MANAGEMENT**

9. Assure that all Clinical Coordinators possess a valid, active California Registered Nurse (R.N.) license and be an R.N. in good standing in the State of California.
10. Assure that all Health Educators possess a Baccalaureate in Health Education or Community Health from an accredited institution.
11. Plan, organize, coordinate, supervise and evaluate complex program activities and diverse staff.
12. Demonstrate ability to apply principles and techniques of supervision and management.
13. Ability to effectively carry out equal employment opportunity and affirmative action policies.

**FISCAL MANAGEMENT**

14. Demonstrate ability to apply principles and procedures of budget preparation and monitoring.
15. Ability to provide sound fiscal judgment when utilizing resources.
16. Ability to maintain legible, accurate, and comprehensible bookkeeping, as well as submit timely invoices for services rendered.

**CORRESPONDENCE/INTERNAL AND EXTERNAL RELATIONSHIPS**

17. Maintain accurate records and files.
18. Demonstrate skills in oral and written communications, gathering and conveying information, making oral presentations, and preparing reports, correspondence, and other written materials.
19. Establish and maintain effective working relationships with a variety of individuals and groups.

Appendix III

20. Possess the ability to identify, problem solve, and conduct procedures involved in establishing community relationships and assessing community health program needs and resources.
21. Represent CDS' *CDP: EWC* Program where appropriate and as needed and approved by CDS.